

Summary of Changes Made to Site Plan Review Ordinance

1. Section 7.2 – Changed the language to indicate that the application should be “submitted to the attention of the chair of the planning board at the Town Office”, rather than “submitted to the Chair of the Planning Board.”
2. Section 7.2 (1) – Changed the language to indicate that the town office will give a dated receipt to the applicant, rather than the planning board.
3. Section 7.2 (1) – Changed the language to indicate that the planning board secretary would take care of the notification of abutters rather than the planning board.
4. Section 7.2 (1) – Changed the language to indicate that the various town officials shall be given rather than mailed notification of pending application meetings.
5. Section 7.2 (4) – Changed language to indicate that the applicant will be notified of the date and time of application hearing, rather than given written notice.
6. Section 7.2 (5) – Changed written notice to notification.
7. Section 7.2 (6) – Changed the language to indicate that the notifications to abutters would be sent by first class mail rather than certified mail.
8. Section 7.2 – Changed language to indicate that parties wishing to be notified of the board’s decision and any conditions of approval can be met via the distribution of meeting minutes and need not include the full breakdown of findings of fact.
9. Section 7.3 – Removed the sentence that stated “Any plan not filed within thirty days of the date upon which such plan is approved and signed by the board shall become null and void.”
10. Section 8 – Removed the requirement that all written materials must be contained in a bound report.
11. Section 9.25 – Changed language to clarify that two double sided signs up to 32 sq ft. can be placed on the same sign post. Also, added language to give planning board authority to authorize larger signs up to 48 sq. ft.

Freestanding signs relating to goods and services sold on the premises shall be permitted, provided that such signs shall not exceed thirty-two (32) square feet in area and shall not exceed two (2) double sided signs per premises. The two signs may be placed on the same sign post if so desired. At the discretion of the Planning Board, sign area may be increased to a maximum of forty-eight (48) square feet in area per sign.